



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DRAFTING TECHNICIAN

Class No. 003801

■ CLASSIFICATION PURPOSE

To perform drafting and computation work in the preparation, maintenance and amendment of a variety of property maps, facilities drawings, architectural drawings, engineering drawings, election districts and informational maps.

■ DISTINGUISHING CHARACTERISTICS

The Drafting Technician is a paraprofessional class which performs technical work in property ownership delineations, map drafting, facilities drawings, architectural drawings, engineering design, election district work, or information presentation. This class is distinguished from the Cadastral Technician class in that the latter works exclusively on cadastral mapping projects. The latter is also engaged to a greater degree in researching and analyzing recorded documents, and segregating and combining projects.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Performs drafting, lettering and computations on maps and drawings.
2. Reads and interprets property legal descriptions and other documents.
3. Uses field notes to plot and draw a variety of maps and drawings using Geographic Information System (GIS) software.
4. Depicts natural, constructed and demographic features, engineering ideas and political boundaries in drawings and maps.
5. Prepares, maintains, and amends a variety of property maps, facilities drawings, and architectural drawings to the technical specifications of the assigned departments (e.g., Assessor, Public Works, Registrar of Voters, General Services and Parks and Recreation).
6. Uses maps in determining zoning, property ownership lines, property assessments, facility usage, engineering improvements, and voting districts, or to present information.
7. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Terminology, symbols and principles used in drafting work, legal description writing and interpretation, architecture or engineering.
- Drafting instruments, equipment or materials such as scales, templates, compasses and drafting machines.
- Computer Aided Drafting (CAD) and Geographic Information System (GIS) ArcView.
- Principles of algebra, geometry, and trigonometry.
- Planning, zoning, engineering, elections, architectural or facility usage procedures and codes, ordinances and resolutions related to the assigned technical function of assigned department.
- County customer service objectives and strategies.

Skills and Abilities to:

- Draw and use mechanical and automated tools and equipment and perform freehand lettering.
- Plot complete and accurate drawings using AutoCad and GIS ArcView.
- Perform basic arithmetic, algebra, geometry, and trigonometry calculations.
- Read, write, comprehend and interpret property, architectural and engineering terminology, symbols, legal descriptions and land

- use drawings and maps.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years of education or training at a college or trade school in drafting, engineering graphics, civil engineering or fine arts/technical illustrating, OR
2. One (1) year of education or training at a college or trade school in drafting, engineering graphics, civil engineering or fine arts/technical illustrating; AND, one (1) year of drafting experience at a title company or similar experience identifying and sketching real properties from legal descriptions.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Continuous upward and downward movement of the neck.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Reviewed: Spring 2003  
Retitled: January 9, 2004 (From: Drafting Technician II)  
Revised: January 9, 2004  
Revised: April 22, 2004  
Revised: June 2005

---

Drafting Technician (Class No. 003801)

Union Code: PS

Variable Entry: Y